



CITY OF ATLANTA

Job Announcement

PROCESS CONTROL TECHNICIAN (D)*

STARTING SALARY: \$31,534

Negotiable up to \$42,978 based on qualifications

Salary Grade: 13

Applications Accepted From: December 12, 2005 until December 30, 2005

Minimum Job Requirements**

Applicants for this position must have high school diploma or GED, one (1) year of vocational training in electronics and one (1) year of progressively responsible experience in electronics maintenance and repair. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Licenses and Certificates**

Applicants must have a valid driver's license at the time of application. A valid Georgia driver's license is required at the time of appointment.

Duties of the Job

This employee has the responsibility of installing and maintaining electronic, electrical, pneumatic, and instrumentation equipment. Duties include, but are not limited to: installing circuit boards; performing routine tests; assisting in designing and modifying systems; preparing charts; and maintaining logs; performs trouble-shooting activities; schedules and performs maintenance and repair work as necessary; prepares work orders and purchase orders to document repairs to equipment; consults various manuals and guides to aide in the repair and testing of equipment; replaces, repairs, adjusts, tests, and calibrates electronic, electrical, pneumatic, and instrumentation equipment to prevent equipment damage and ensure correct operation; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*There is a salary differential for shift work.

**Verification will be required prior to appointment.

[illegible]

CITY OF ATLANTA
DEPARTMENT OF HUMAN RESOURCES

APPLICATION SUPPLEMENT FOR: **PROCESS CONTROL TECHNICIAN (Cont.)**

2. What employment experience have you had that demonstrates your ABILITY to read and understand schematic diagrams, blue prints and sketches in order to install, operate, and/or repair pneumatic and electronic equipment?

JOB TITLE		COMPANY	EMPLOYMENT DATES FROM (MO/YR.) TO (MO/YR.)	

YOUR DUTIES & RESPONSIBILITIES: _____

[illegible]

**CITY OF ATLANTA
DEPARTMENT OF HUMAN RESOURCES**

APPLICATION SUPPLEMENT FOR: **PROCESS CONTROL TECHNICIAN (Cont.)**

3. List the PNEUMATIC EQUIPMENT that you have operated and repaired.

List the ELECTRONIC EQUIPMENT that you have operated and repaired.

4. List the Pneumatic and Electronic Equipment that you have installed, operated and/or repaired with the use of schematic diagrams, blue prints, and sketches.

PNEUMATIC EQUIPMENT

ELECTRONIC EQUIPMENT

**CITY OF ATLANTA
DEPARTMENT OF HUMAN RESOURCES**

APPLICATION SUPPLEMENT FOR: **PROCESS CONTROL TECHNICIAN (Cont.)**

5. DESCRIBE ANY TECHNICAL SCHOOL TRAINING WHICH YOU HAVE RECEIVED IN ELECTRONICS AND/OR ELECTRONICALLY CONTROLLED PNEUMATIC EQUIPMENT. Please provide the course title and number of hours successfully completed. For example:

Atlanta Area Tech

Electronics Maintenance

200 Hours

<i>SCHOOL</i>	<i>COURSE TITLE</i>	<i>QTR/SEM HOURS</i>

6. Associate's Degree: MAJOR_____

Bachelor's Degree: MAJOR_____, MINOR_____

Did your Associate's or Bachelor's degree program include courses in **electronics**? ____Yes ____ No.
If yes, list below.

<i>SCHOOL</i>	<i>COURSE TITLE</i>	<i>QTR/SEM HOURS</i>